



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND**  
**102 MCNAIR DRIVE**  
**FORT MONROE, VIRGINIA 23651-1047**

REPLY TO  
ATTENTION OF

ATTG-CF

30 November 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Approval Process for distributed Learning (dL)  
Courseware Development

1. References:

a. Department of Defense Instruction (DODI) 1322.20, Development and Management of Interactive Courseware (ICW) for Military Training, 14 Mar 91, Incorporating Change 1, 16 Nov 94, <http://www.dtic.mil/whs/directives/corres/html/132220.htm>.

b. Department of Defense Instruction (DODI) 1322.26, Development, Management and Delivery of Distributed Learning, 16 Jun 06, <http://www.dtic.mil/whs/directives/corres/html/132226.htm>.

c. Message, Department of the Army, G3, 14 Feb 06, subject: Army Distributed Learning Policy, <http://www.tradoc.army.mil/tadlp/documents/Army%20dL%20Policy%20Msg.htm>.

d. TRADOC Regulation 350-70, Systems Approach to Training Management, Processes and Products, 9 Mar 00, <http://www.tradoc.army.mil/tpubs/regndx.htm>.

e. TRADOC Pamphlet 350-70-12, Distributed Learning-Managing Courseware Production and Implementation, 29 Mar 04, <http://www.tradoc.army.mil/tpubs/pams/p350-70-12.htm>.

f. Templates, Distributed Learning Education and Training Products (DLETP) Delivery Order (DO) for New Interactive Multimedia Instruction (IMI) Courseware and Distributed Learning Education and Training Products Delivery Order (DO) for Maintenance of Interactive Multimedia Instruction (IMI) Courseware, <http://www.atsc.army.mil/itsd/imi/DLETPDOTemplates.asp>.

2. The TRADOC Program Integration Officer for the Army Distributed Learning Program (TPIO TADLP) will immediately establish a review and approval process for all dL courseware development and spending, in accordance with policy and procedures prescribed in the above references. This memorandum provides authority for the review and approval process.

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3. The TPIO TADLP must approve all proposed expenditures, regardless of cost or source of funding, for the development of dL courseware and interactive multimedia course content. Courseware proponents will document planned dL development using approval processes described in reference 1e and development requirements described in reference 1f. Resource managers will ensure they have received TPIO TADLP approval prior to certifying funds on development of any and all dL courseware or interactive multimedia content. (Army contracting agencies will ensure TPIO TADLP approval before proceeding to contract award.)

4. The TPIO TADLP will chair a dL courseware review board as part of the review and approval process. The review board will review and recommend approval or disapproval of dL courseware development projects. The courseware proponents must follow the processes outlined in references 1d, 1e, and 1f.

5. The TPIO TADLP will ensure reusability of dL courseware products and mitigate duplication of products in accordance with references 1a, 1b, and 1e. The TPIO TADLP will ensure, to the extent possible, DoD-wide reusability, consolidated contracting in accordance with reference 1f, and low-cost or no-cost solutions such as reuse of products developed in-house by Army agencies.

6. The DLETP is the TRADOC-approved contract vehicle for the development of all dL products. All proponents will use this contract vehicle for dL development. Exceptions will be granted on a case-by-case basis by the TPIO TADLP. However, all development must comply with specifications in 1f regardless of contract vehicle used.


7. All TRADOC proponents will ensure proper resources are allocated to ensure successful dL courseware development effort. The allocation of adequate subject matter experts, training developers, and quality assurance representatives is a prerequisite responsibility of the school implied by receipt of funds for courseware development.

8. This guidance applies to all expenditures for contractor supported dL development or maintenance.

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9. Point of contact is LTC Frank Anderson, TRADOC Program  
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